

Meeting Minutes

RCVD MARION TOWN CLERK
2022 FEB 11 AM 10:34

Subject	Marion Fireworks	Date	02/03/22
Meeting Organizer	Fireworks Committee	Time: Start	7:00 PM
Location	Zoom call https://us02web.zoom.us/j/83995766755?pwd=Mlk4M1Ziakl2T0JhYUFxVTdaNG9GUT09 Meeting ID: 839 9576 6755 Passcode: 379271	Time: End	8:00 PM
Attendees: Required	Pam Cook (PC), Wendy Rocha (WR), Tangi Thomas (TT), Derek Tiago (DT), Cameron Van der Veer (CV)		
Meeting Purpose (reason for meeting and intended outcomes)	Event Planning		

Topics - (Prepare before meeting)				
No.	Description	Facilitator	Involvement	Duration
1.	Approval of meeting minutes	WR	All	2 min
2.	Update on funds received to date	WR	All	5 min
3.	Update on mailer	WR	All	5 min
4.	Update on online platform	WR	All	5 min
5.	Update on upcoming marketing	TT and CV	All	5 min
6.	Targeted corporate sponsors	PC, DT, and CV	All	15 min
7.	Proposed events and timing	DT and CV	All	15 min
8.	Schedule to pull permits	WR	All	2 min
9.	Sign	CV	All	4 min
10.	Open items	WR	All	5 min
11.	Next meeting date	WR	All	2 min

Resulting Action Items - (Previous meeting)				
No.	Description	Responsible	Date Due	Status
1.	Approved meeting minutes to be submitted to Town	WR	01/31/22	
2.	Submit nominations to Town	WR	01/21/22 (on-going)	Follow up on update on the website; select board
3.	Financial balances to be reviewed	WR	On-going	
4.	Sponsorship levels to be reviewed and updated	All	On-going	
5.	Mailers: Mailer to be finalized and printed Reach out to town for seasonal list and mooring list Coordinate with ORR community service to stuff envelopes	WR WR TT and WR	On-going	Need to pick up mailers; find out on stamping/ mailing WR to contact Harbormaster regarding a separate list
6.	Update alerts (marketing)	TT and CV	On-going	Shout out to ORR Community service group; Save the date for Paint night 3/23; Squares
7.	Update on business sponsorships	All	On-going	
8.	Prepare initial list of events and timing; ideas on how to use events for advertisement for sponsors	DT, CV	02/03/22	CV – to speak with Donna and golf course

Resulting Action Items - (Previous meeting)

No.	Description	Responsible	Date Due	Status
9.	Permits CG permit request to Harbormaster Contact fireworks (Atlas) on 07/3	WR	01/24/22	Need to confirm dates; CV to inquire on other fireworks company solicited by the Town
10.	Sign	DT and CV to pick up		Sign to be picked up 2/4; needs to be assessed
11.	Next meeting date	All	02/03/22	2/10 Send out an agenda Create zoom
12.	Approved meeting minutes to be submitted to Town	WR	01/31/22	2/4 to send out approved meeting minutes
13.	Submit nominations to Town	WR	01/21/22	

Meeting Notes - (Develop during meeting)

Description	
1.	Meeting minutes (01/20/22) – Approved: CV, TT, DT (PC not in attendance) - approved
2.	Funds to date: \$16,032.84 however deductible of \$380 for toner, final balance to date \$15,652.84. (\$50,263.35 spent for the 2019 event) Goal for 2022 - \$65k
3.	Mailers are being stuffed by the ORR Community Service Club. Used black and white printing to save on toner cost. Need to get names of volunteers and a photo for a social media "thank you". No receipt of mooring address list yet, might be able to send additional mailers to those out of Marion addresses as a second mailer.
4.	Online platform can only work if we are deemed a non-profit. Marblehead fireworks set a good example and has instructions on becoming non-profit, but this is a long process and should be considered for the future.
5.	Vote to action Brewfish paint night March 23 rd . 5k/10k will need the support of a race sponsor to cover police detail and racewire management fees. Golf Tournament will be planned for the April timeframe at the Marion golf course. Spring Food Truck / Concert will need a discussion with the town for planning and locations. More details will be established after the initial consultation with the town.
6.	Next marketing - Create a save the date on paint night & thank you for the community service volunteers.
7.	Atlas is unavailable to host a fireworks display on July 3 rd , they will be providing alternate dates. We will also look into other vendors.
8.	Fundraising thermometer display will be picked up on Friday 2/4 by DT at the Council of Aging.
9.	Next meeting date to be 2/10. Committee preference to meet weekly until more traction is gained.

The above notes are a summary of the items discussed at this meeting for everyone's information and use. If you find any errors, or wish to add anything to these notes, please let me know.

Respectfully submitted,

Derek Tiago

Digitally signed by Derek Tiago
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Derek Tiago